

**GOVERNOR’S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)
VICTIM WITNESS BRANCH**

**SPECIAL VICTIMS (SV) AND SPECIAL EMPHASIS (SE)
COMPETITIVE REQUEST FOR PROPOSALS (RFP)**

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PART I - INFORMATION ON THE RFP PROCESS

A. INTRODUCTION

This RFP provides information on how to prepare a proposal for grant funds in accordance with authorizing legislation and funding terms, conditions, and eligibility criteria established by OCJP. A complete proposal submitted to OCJP includes OCJP forms, technical documents, and project narratives.

OCJP is strongly committed to working closely with potential applicants to provide technical information on an RFP when requested. Contact information is provided in the Programmatic Instructions; however, OCJP staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of the RFP and the date that competitive proposals are due, OCJP can answer only technical questions about the RFP.

B. DETERMINING ELIGIBILITY

Applicants should be confident that they meet the eligibility criteria for this program before expending any time on the application process. Refer to the Programmatic Instructions for specific eligibility criteria.

Unless required by the Programmatic Instructions, documentation to support an applicant's eligibility (e.g., proof of nonprofit status) will not be required until an applicant has been selected for funding.

C. SELECTION OF PROPOSALS FOR FUNDING

1. Proposal Rating

All proposals received by the deadline will be read and rated by a team usually consisting of three raters. The raters will assign a numerical score to each proposal. The raw score of each rater will be totaled and averaged to obtain a single score for the proposal. The averaged scores of all qualified proposals will then be ranked numerically to develop a ranked list for each program. The rating forms that will be used for this process are included in the Programmatic Instructions section. These forms are provided as information only and are not to be submitted with the proposal.

2. Funding Recommendations

Recommendations for funding will be based on the following:

- The ranked score of the proposal;
- Consideration of the funding priorities or geographical distribution of selected proposals as applicable to each program; and
- Prior administrative and programmatic performance and compliance as an OCJP-funded project, if applicable.

Projects that have been previously funded by OCJP will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) grant award conditions may be placed in the Grant Award Agreement.

Recommendations for funding are submitted to the Executive Director of OCJP who makes the funding decisions, **with the following exception:**

- The Executive Director of OCJP makes funding recommendations to the State Advisory Committee (SAC) on the Sexual Assault Victim Services/Prevention Program, which makes the final funding decisions in accordance with California Penal Code Section 13837.

3. Notification Process

All applicants submitting a proposal will be notified in writing of the results of the rating process. Projects selected for funding will simultaneously receive the OCJP Grantee Handbook and the Grant Award Forms Package, which includes additional forms and instructions. Applicants who are not selected for funding will receive a letter and information on the appeals process.

Applicants may appeal the denial of their proposal for funding by filing a written Notice of Intent to Appeal. The grounds for such an appeal are limited to specific facts demonstrating that the criteria and priorities enunciated in the RFP were not followed in making the funding decision regarding the appellant's proposal.

D. STANDARD PROJECT FUNDING AUTHORITY

Allocation of funds is contingent on the enactment of the State Budget. OCJP does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring any expenditures. Any expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or, in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

OCJP Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the agreement.

E. PROCESSING GRANT AWARDS

1. Submission of Additional Materials

Upon selection of the projects to be funded, OCJP will send the Grant Award Forms Package to the grantee for completion prior to the finalization of the Grant Award Agreement. OCJP is not obligated to fund such projects until the applicant submits correctly completed documents required for the Grant Award Agreement. The final, completed, and approved application becomes the Grant Award Agreement when signed by OCJP's Executive Director or designee.

Upon selection of projects to be funded, OCJP will send the Certification of Assurance of Compliance (OCJP 656), and specific details regarding Equal Employment Opportunity Program (EEO) development, Drug Free Workplace Compliance, CEQA/Environmental Impact Compliance, Lobbying and Debarment/Suspension requirements, and Proof of Authority from City Council/Governing Board in the Grant Award Forms Package. Applicants selected for funding will then be required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies OCJP that the applicant will comply with all pertinent requirements.

NOTICE OF POLICY CHANGE REGARDING RESOLUTIONS: Resolutions are no longer required as submission documents. OCJP has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, titled "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

2. Grant Award Conditions

OCJP may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OCJP.

3. Grant Award Agreement

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (OCJP 201) may be submitted for reimbursement.

4. Grant Award Amounts

Due to the limited amount of funds available, it may be necessary for OCJP to reduce the amount of the grant award from that requested by the applicant. In addition, OCJP reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OCJP will notify the applicant prior to executing the grant award.

F. ADMINISTRATIVE REQUIREMENTS

The following requirements will apply to all projects selected for funding. These requirements are explained below for your planning purposes.

1. OCJP Grantee Handbook

The Grantee Handbook is accessible on the OCJP Internet website at www.ocjp.ca.gov. The Grantee Handbook contains administrative information and requirements necessary to implement the project. Grantees must administer their grants in accordance with the OCJP Grantee Handbook requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically restricted by the programmatic instructions.

3. Progress Reports and Data Collection

Funded projects are required to participate in data collection and to submit reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OCJP will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (OCJP 201)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (OCJP 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

5. Technical Assistance/Site Visits

Each project selected for funding is assigned a program specialist by OCJP to monitor the progress of the project in achieving its goals and objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Projects must coordinate any changes to the project with the program specialist.

6. Monitoring Requirements

A monitoring visit is an on-site assessment by the OCJP Monitoring and Audits Branch to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the Grantee Handbook. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

7. Evaluation Component

In addition to monitoring project compliance, the Program Evaluation (PE) Branch is responsible for determining program effectiveness. Program effectiveness is determined through the review, assessment, and evaluation of project performance. In the past, the determination of program effectiveness has primarily involved a review of process activities related to service delivery. Currently, the PE Branch is moving toward the evaluation of program effectiveness by assessing outcomes and impact of the project on the service population and on the community. The

transition from process evaluation to outcome and impact evaluation is ongoing, starting with selected programs. Projects selected for funding may be required to collect data for evaluation purposes. Based on process, outcome, and impact evaluations, the PE Branch will be able to more accurately describe the effectiveness of programs on the community and on the state. The PE Branch also coordinates and monitors program evaluations which are conducted by outside agencies.

8. Bonding Requirements

All private nonprofit organizations are required to obtain and send to OCJP a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OCJP-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the “State of California, Governor’s Office of Criminal Justice Planning.”

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent of the total grant award and may have a deductible in an amount not to exceed \$1,000.

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract unless specifically required in the Programmatic Instructions of the RFP or grant award conditions.

9. Audit Requirements

All grantees must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the Project Budget section of the General Instructions.

10. Copyrights, Rights in Data, and Patents

OCJP reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any materials produced by activities supported by a Grant Award Agreement, and to authorize others to do so. Specifics are detailed in the OCJP Grantee Handbook.

11. Source Documentation

The applicant, if selected for funding, will also be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and

definitions for program specific source documentation are delineated in the Programmatic Instructions. Projects will be required to have written job descriptions on file for all positions funded by OCJP detailing specific grant-related activities to achieve project objectives.

GLOSSARY OF TERMS

Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Grantee	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, and Fairfield Youth Services Bureau).
Application	Once selected for funding, the original proposal plus any additional forms as required by OCJP becomes the application. This application once signed by OCJP and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist grantees in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.

Grant Award/Grant Award Agreement	The signed final agreement (application) between OCJP and the local government agency or organization authorized to accept grant funding (see Application).
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Application for Continuation Funding (REAP/RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OCJP A301).
Grantee Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions.
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, and sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreement.
Nonprofit Organization	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code. The term is used synonymously with community-based organization.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.

Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OCJP grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or community-based organization.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OCJP, which specifies the priorities, strategies, and objectives of the applicant.
RFA	The Request for Applications is a noncompetitive application issued by OCJP.
RFP	The Request for Proposals is issued by OCJP to solicit competitive proposals relating to new funding.
Single Source	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.
Sole Source	A contract process used when a specific supplier can be identified, as the only supplier able to provide the services required by the department.
Supplanting	To reduce federal, state, or local funds because of the existence of OCJP funds. Supplanting occurs when a grantee deliberately replaces its non-OCJP funds with OCJP funds, thereby reducing the total amount available for the stated purpose.
Unserved/Underserved	Victims are defined as individuals who have been victimized by a specific violent crime and are presently underserved (e.g., family members of homicide victims, the elderly, or drunk driving victims and their families).